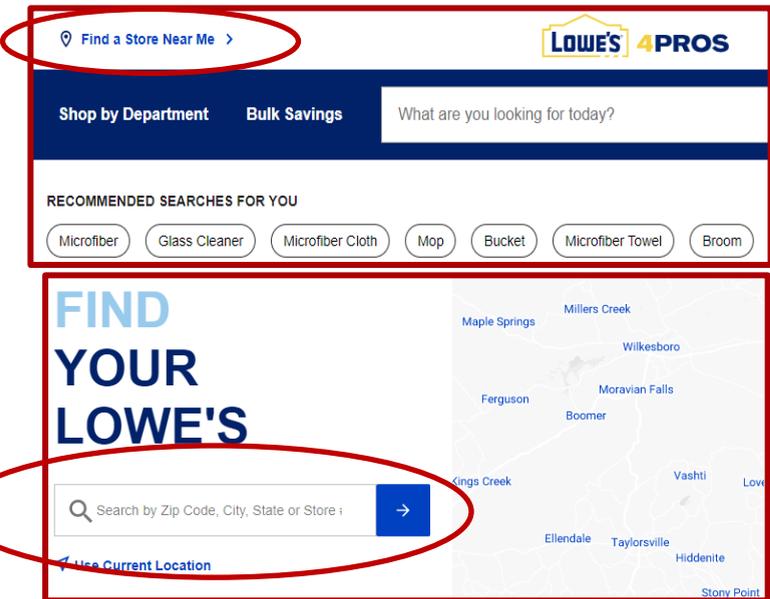
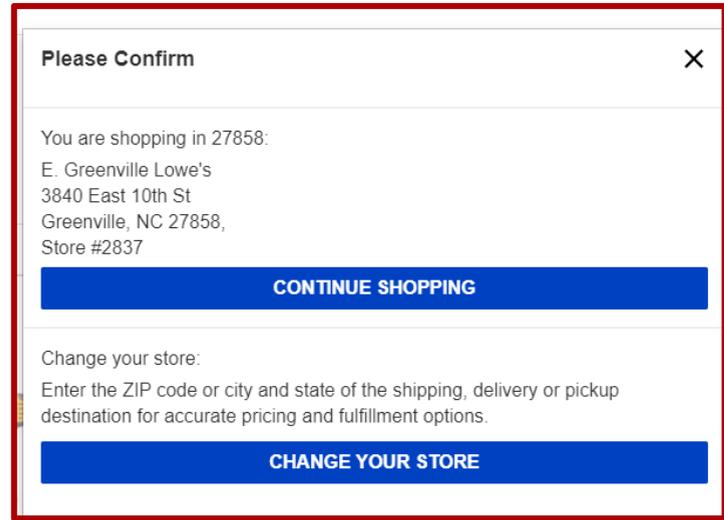


## 1 SELECTING YOUR STORE

- When first punching out, select the store in which you would like to shop

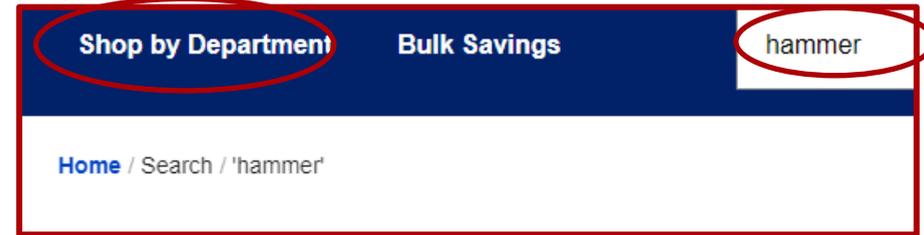


- You will need to confirm or change this location during each punch out session

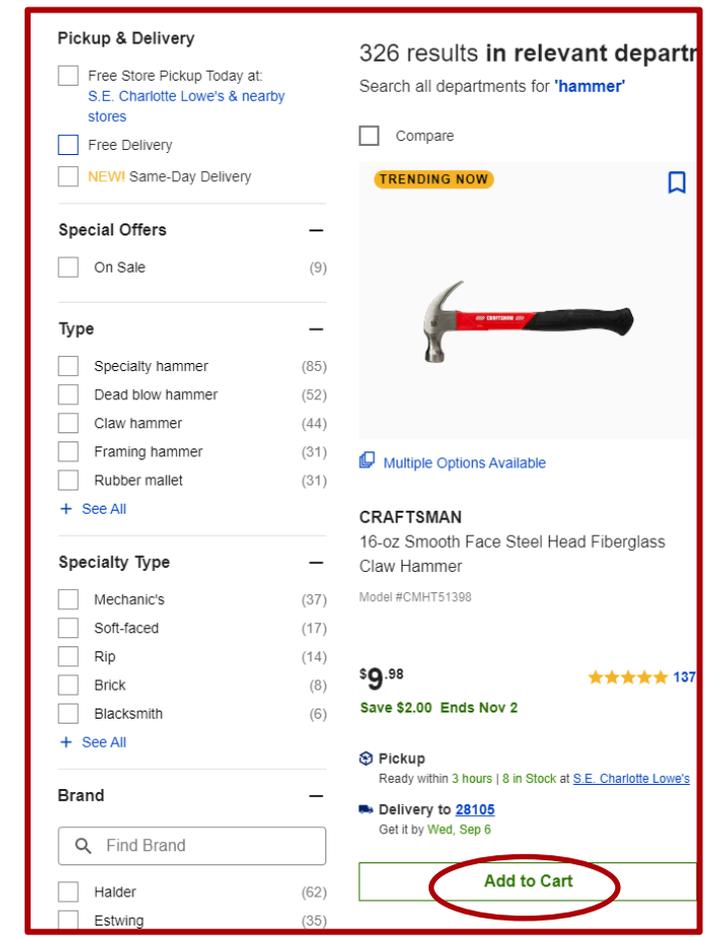


## 2 SELECTING YOUR ITEM

- Shop by department or use search function

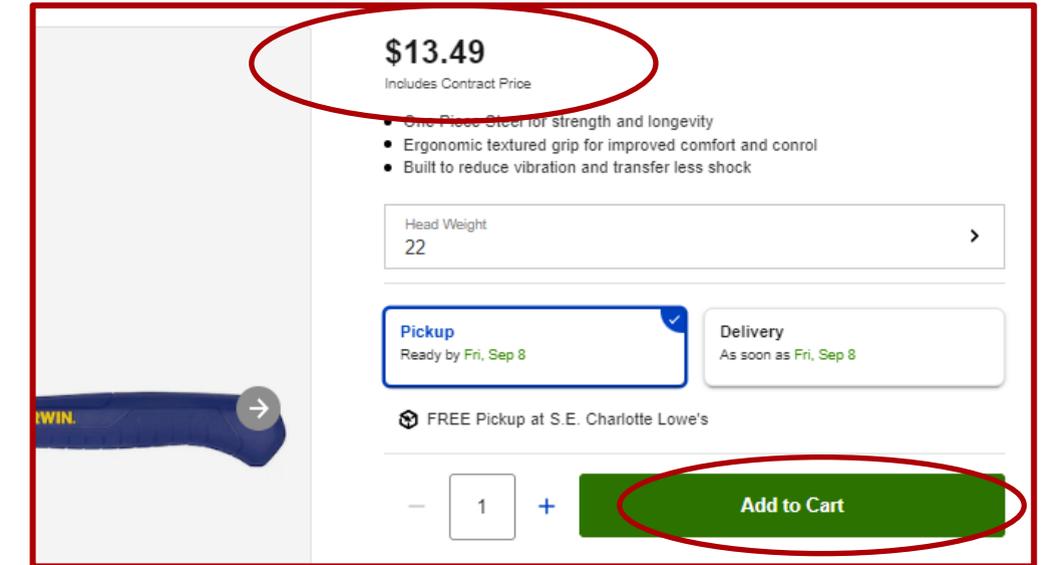


- Filter your search by using functions on the left.
  - Click on the item you would like to view or go ahead add your item to your cart

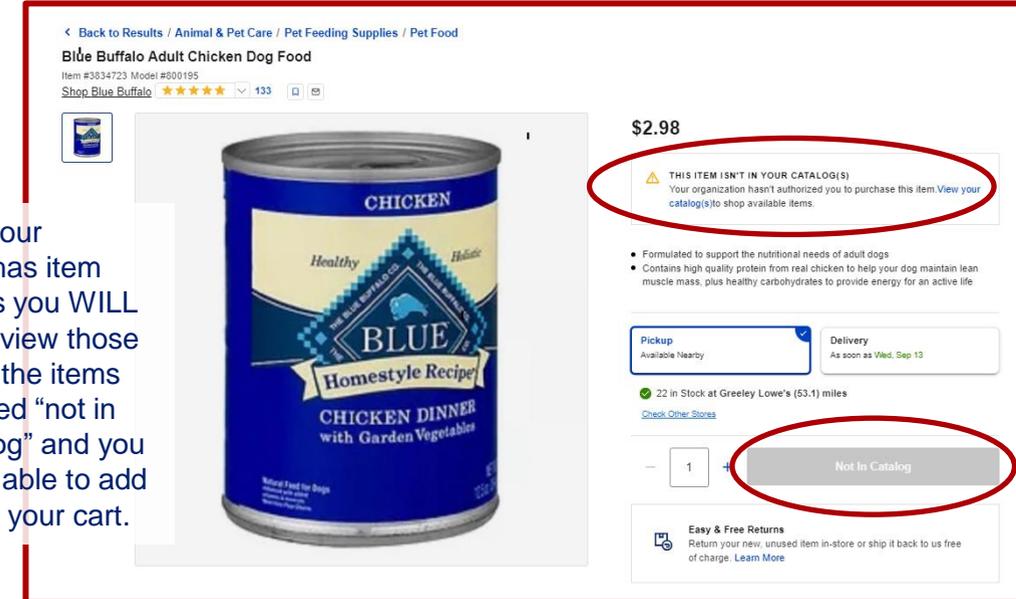


## 3 ADDING TO CART

- If Applicable, item will note "Includes Contract Price"
- Fulfillment options will be displayed
  - All items default to PICK UP and will need to be changed if delivery or parcel shipping is required.
  - Estimated pick up and delivery dates are noted
- Once you are ready, select "Add to Cart"



- NOTE: If your company has item restrictions you WILL be able to view those items. But the items will be noted "not in your catalog" and you will not be able to add the item to your cart.



## 4 EDITING YOUR CART

- Select your cart in the upper right



- Select the fulfillment option at the top for the whole order or by each item

- Store Pickup- Free
  - To be picked up at the location previously selected in Step 1
- Ship to Jobsite- Free for orders over \$45. Under will be \$5.99
  - Parcel Shipping via UPS, FedEx etc.
- Truck Delivery - \$69-\$89
  - \$20 When using a Lowe's Tender
  - Delivered from Lowe's
  - Order must be over \$79

- Add a Pick up Person if needed
  - NOTE: This only needs to be filled out if the person placing the order is not the one picking up the order

- Edit QTY's

### Shopping Cart (20)

S.E. Charlotte Lowe's [Change](#) | [Empty Cart](#)

**Select Your Preference**  
All items in your cart will default to your preferred option (if available).

Pickup
  Scheduled Delivery

View Cart by All Items

Someone Else is Picking This Up

**Pickup Person**

Enter First Name  
John

Enter Last Name  
Doe

**Pickup at S.E. Charlotte Lowe's · 20 Items**



**CRAFTSMAN** - 16-oz Smooth Face Steel Head Fiberglass Claw  
Item #1048490  
Model #CMHT51398

— 20 +  
\$9.98/ea

[Details](#)

[Save For Later](#)

**Pickup at S.E. Charlotte Lowe's**

Get it by **Fri, Sep 8**  
FREE Pickup

Get it by **Fri, Sep 8**  
Ship to Jobsite

Get it by **Thu, Sep 7**  
Scheduled Delivery ⓘ

\$199.60 Was \$11.98

✓ You Saved \$40.00  
Ends Nov 2

### Order Summary

Item Subtotal (20)	\$199.60
Estimated Tax ⓘ	\$14.47
<span style="color: green;">^ You're saving \$40.00 today on this order!</span>	
Item Discount	
<b>Estimated Total</b>	<b>\$214.07</b>

[Submit Requisition](#)

Availability, taxes and pricing are estimated and not final until the order is completed

## 5 CREATE REQUISITION

Once you are ready purchase you can choose “Submit Requisition” on the cart page

### ORDER SUMMARY

---

Contract(s)  
E&I Contract

Item Subtotal (1)	\$17.42
Estimated Tax ⓘ	\$0.00

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**Estimated Total** **\$17<sup>.42</sup>**

Availability, taxes and pricing are estimated and not final until the order is completed.

Submit Requisition

Once Submitted, orders can be completed in your Spend Management system

## 6 P.O. SUBMITTED

Once you complete the order in your Spend management system you will receive an order confirmation via email

**Thanks, FIRST NAME**  
**We've Received Your Order**

Order #9 20 8573 00  
Invoice # 92641  
PO # P4327160  
Placed September 8, 2023

We'll get started on it and update you every step of the way.

Manage Order

**Get the Lowe's app**  
Download our app for live order tracking.

Get App

#### Payment Summary

Subtotal (1 items)	\$209.00
Savings	(\$0.00)
Delivery	\$0.00
Total Tax	\$0.00
<b>Total</b>	<b>\$209.00</b>

\*\*\*\* \* 1234

## 7 ORDER FULFILLED

Depending on the fulfilment method of your order Lowe's will provide proof of pick up or delivery

### STORE PICK-UP ORDER

- Receipts Provided At The Store

### SHIP TO JOB SITE (Specific Location)

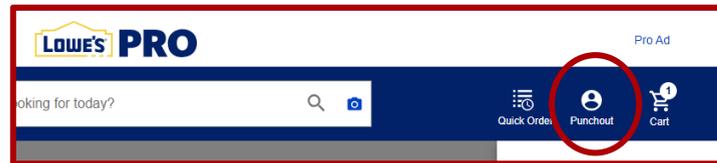
- Receipt / Shipping Document Included with Package

### TRUCK DELIVERY

- Receipt / Delivery Confirmation Provided by Lowe's Delivery Driver

# Lowes Punch Out – ORDER HISTORY & TRACKING

## 1 Click on user profile on top right



## 2 Select Orders and Purchases

- **Select Order Tracking**
  - From there you can Track/ manage your orders, delivery dates
- **My Order History Or All Order History (Admins only)**
  - From There you can purchase again, Cancel order, track package, manager delivery dates, etc.

